

Human Resources Assistant

This position reports to the Director of Employee Resources and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

This position is responsible for coordinating and/or performing administrative activities for the Employee Resources team. These include confidential clerical functions pertaining to employment activities, benefits, employee relations, compensation, training and development, schedules, plans, legal documents and contracts, data entry, maintenance and securing department information on computer systems and processing of monthly invoices.

- Perform administrative tasks and services to support effective and efficient employee operations of the organization in the Employee Resources department.
- Provide recruiting support when needed in the following areas: scheduling interviews, administering tests, applicant tracking, interview preparation, checking references and background, preparing recruiting packets, and coordinating orientation paperwork.
- Oversee record keeping for the Director of Employee Resources, Benefits Manager, Training and Development Manager and various Employee Resources programs.
- Compose and/or prepare routine and confidential correspondence, reports, forms, and other documents for Employee Resources.
- Maintain and support the Human Resources Information System and employee personnel files.
- Prepare Employee Resources materials for archiving according to State requirements.
- Provide support in scheduling employee training and assist in preparing training materials for participants.
- Coordinate Human Resources, Benefits, and Training and Development needs with departments, ensuring employee communications are timely and accurate.

QUALIFICATIONS:

Associate's degree or bachelor's degree in related field is a plus. Prior related office and/or Human Resources experience preferred. Excellent verbal and written communication skills. Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy. Excellent organization skills and attention to detail. Proficient with Microsoft Office Suite or related software. Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Clark Public Utilities' salary ranges are market based and established annually. With full competency in the role and satisfactory performance the target is midpoint within the established range.

Human Resources Assistant: \$59,046 – \$70,879 - \$82,714

HOW TO APPLY:

Please send your resume with a cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.